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3 AUG 1960

MEMORANDUM FOR: Director of Personnel

SUBJECT : Schedule for Submission of Annual
Fitness Reports

1. The directions for completing Fitness Reports include a schedule of dates on which Fitness Reports in each GS grade are due in the Office of Personnel from Headquarters and from the Field. The Office of Personnel adheres to this schedule in distributing to the various offices in the Agency lists of personnel on whom Fitness Reports are due.

2. The Office of Security has set up a schedule of dates for compiling Competitive Evaluation Rankings in each GS grade to follow soon after the scheduled dates of submission of Fitness Reports in each grade. This action in turn is followed closely by a schedule of dates for the consideration of promotions in each grade.

3. With the adoption of the Career Service Staffing Authorization issued by the Office of Personnel, we now find that although certain promotions are planned to take place during the year covered by the CSSA, some of the possibilities which will become so through vacancies in the next higher grade, will not be actually existent until promotions from that higher grade have been made. This is because the schedule of dates for submission of Fitness Reports is not set up in a fashion to permit consideration of promotions, based on current Fitness Reports, on a chronological basis starting with the highest grade and working down. To illustrate, below is the schedule of dates on which Fitness Reports are due in the Office of Personnel from the field:

JOB NO. _____ BOX NO. _____ FLD NO. _____ DCC. NO. 7 NO CHANGE
IN CLASS DECLASS / CLASS CHANGED TO: TS S O RET. JUST. _____
NEXT REV DATE _____ REV DATE 10/1/60 REVIEWER 10/1/60 TYPE DOC. 02
NO. PGS. 3 CREATION DATE _____ ORG COMP 3 OFI 3 ORG CLASS 1
REV CLASS 1 REV COORD. _____ AUTH: HR 73-3

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GS-14 - May
GS-13 - February
GS-12 - February
GS-11 - November
GS-9 - November
GS-7 - October

4. It is readily apparent from the above schedule that consideration of promotions, for instance from GS-13 to GS-14 in March or April, after GS-13 Fitness Reports have been received, could not take advantage of vacancies created in GS-14 because promotions from GS-14 to GS-15 would not be considered until June or July, after GS-14 Fitness Reports have been received. Although promotions from GS-12 to GS-13 under the above schedule could conceivably be delayed until after vacancies had been created in GS-13, sometime after February, promotions from GS-11 to GS-12 would be delayed several months awaiting vacancies created at the GS-12 level.

5. The dearth of promotion possibilities in the higher grades makes the use of every promotion possibility extremely desirable. It appears in order to attain the greatest advantage of promotion possibilities in vacancies in the next higher grade, that the scheduled dates for submission of Fitness Reports should be established at regular periodic intervals throughout the calendar year, starting at any given date with the highest GS grade and progressing regularly downward in grade throughout the year. Coordinated schedules for Competitive Evaluation Rankings and for Consideration of Promotions could then be established by each office to follow the dates of Fitness Report submissions at sufficient intervals to allow for processing and reviewing Fitness Reports and compiling Competitive Evaluation Rankings. This may be illustrated by the following hypothetical schedule:

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Schedule Set by Office of Personnel


Dates Set by Individual Offices

<u>Dates</u>	<u>Fitness Reports Due for Grades:</u>	<u>Competitive Evaluation Rankings Completed on Grades:</u>	<u>Promotion Consideration from Grades:</u>
January	GS-14		
February		GS-14	
March	GS-13		GS-14
April		GS-13	
May	GS-12		GS-13
June		GS-12	
July	GS-11		GS-12
August		GS-11	
September	GS-9		GS-11
October		GS-9	
November	GS-7		GS-9

6. The two month's intervals shown above between Fitness Report submissions would appear to be desirable to allow for the administrative work involved in processing Fitness Reports and compiling Competitive Evaluation Rankings. Such a schedule would give full effect to all promotion possibilities in the next higher grade at the time of considering promotions in any grade. It will be noted that no date is suggested for promotions from GS-7 because it is believed promotions from GS-7 and lower should be made at any time.

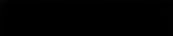
7. It is suggested that a schedule patterned after that portion of the hypothetical schedule dealing with Fitness Reports in paragraph 5 above be adopted by the Agency.

STATINTL


Director of Security

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OS  rjw (29 July 1960)